

# APPLICATION FOR AN INSPECTION 12 MONTHS AFTER COMPLETION OR OCCUPATION



Building Control Partnership

Place, Growth and Prosperity  
North Staffordshire Building Control  
Partnership  
Civic Centre, Glebe Street,  
Stoke-on-Trent , ST4 1HH.  
Telephone : 01782 232459 or 238685  
Email: [bas@stoke.gov.uk](mailto:bas@stoke.gov.uk)  
Web: [stoke.gov.uk/buildingregulations](http://stoke.gov.uk/buildingregulations)

**Plan number:**

Please use type or BLOCK capitals and submit one copy of this form.

You should find out whether your proposal needs separate planning permission -Council employees are not allowed to prepare for submission any part of a Building Regulations, or Application to this Authority.

**Please make all cheques payable to Stoke-on-Trent City Council**

## Applicants details

Name:		Telephone:	
Address:			
	Postcode:	Email:	

## Agents details (if applicable)

Name:		Telephone:	
Address:			
	Postcode:	Email:	

## Location of Building to which works relates

Address:			
	Postcode:	Telephone:	

## Description of completed work(s)

	Date the work was completed

**Fees** A fee must be submitted with this form. (See scale of Building Regulations)

**TOTAL ADDITIONAL FEE £ 120.00**

### Statement

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12 (2A)

Name \_\_\_\_\_ Date \_\_\_\_\_

## Guidance notes:

- You need to complete one copy of this form and submit it with the correct fee

### Notification of Completion of Work:

- Building Control should be notified of completion of works 5 days prior to occupation and within 5 days of completion.
- Failure to give this notice is a criminal offence. The effect of not giving notice is that the legal options available to Building Control to enforce the Building Regulations reduce over a period of time.
- With this in mind, North Staffordshire Building Control Partnership will not normally undertake a completion inspection on work that has been completed or occupied for more than 12 months without considering the situation of each individual scheme.
- Were a building, extension or alterations to a property have been completed or occupied in excess of 12 months but less than 5 years, then a request for a completion inspection must be made in writing by completing the relevant application form.
- A charge is required and must be paid in advance of this inspection. Please see our Schedule of Charges for more information.
- A Building Regulation Completion Certificate will only be issued if the work is found to be compliant.
- It is important to remember that failure to notify Building Control on completion of work or occupation of a building could ultimately cause difficulties in selling a property.

These notes are for general guidance only. For more detailed information please see:

- Regulation 14 of the Building Regulations 2010
- Building (Local Authority Charges) Regulations 2010
- For more information and advice concerning Building Regulations please contact us. Our details are listed overleaf.



## Office use only

Date stamp here:

Officer: .....

Area: .....

Inspection fee: £.....